

Fall 2004

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MWAC ELP Field Test Administration Agenda

- Background information
 - -Who is MWAC?
 - –What are the purpose and goals of this project?

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- Field Test Administration Overview
 - -Important Field Test dates
 - -Students to be tested
 - Receiving Field Test materials
 - Field Test Administration
 - Returning the Field Test materials
- Q & A



Purpose of the MWAC ELP Project

- This is an assessment development project funded primarily by the U.S. Dept. of Education, Enhanced Assessment Instruments Competitive Grant Program: Feb. 2003 – Dec. 2004
- The purpose is to meet the NCLB requirements for measuring English language proficiency of English language learners.

Goal of the MWAC ELP Project

- · The goal is to measure both academic and social language skills in a four modality design: Reading, Writing, Listening and Speaking.
- Note: Student scores can be reported for each modality, as well as for Reading Comprehension.

Schedule of Major Events

• ELD Standards Development 2002-2003

Item Writing

Summer-Fall 2003

· Pilot Test

Spring 2004

Field Test

Fall 2004

Standard Setting

Fall 2004

Tests Delivered to States

Winter 2004/2005

Field Test Administration Overview

Important Field Test Dates • September 6-10th: Field test materials arrive • September 20-29th: Test Administration window October 1st: All materials must be returned to Measured Progress on or before this - Feel free to test as early in the window as possible. Students to be Tested **English Language Learners** • In order to ensure results are valid and reflect the population that will be tested, please be sure that students who participate in the field test span all ELP levels in a way that is proportionate to the ELP distribution in your district.

Native English Speakers

- Inclusion of Native English Speakers
 - -5 ELP students, test 2 native speakers
 - 10 ELP students, test 4 native speakers
- Native speakers must be randomly selected from among all native speakers in the grade span.

Accommodated Students

- Students already chosen
 - Students may be allowed accommodations that do not alter the construct being measured. These include:
 - visual or auditory devices
 - scribes
 - modified administration
 - Braille or large-print materials, but the state would be responsible for providing these formats.
- Students not yet chosen

Receiving Materials

Field Test Coordinators

- Field Test materials will be sent to the districts.
- Materials will be packed by grade span to be distributed to schools and teachers.

Delivery Verification



Delivery Verification

- Please review the Material Summary in your shipment to ensure that you have received all of the testing materials.
- Then complete and fax the *Delivery* Verification Form or email **Deborah Webb** at dwebb@measuredprogress.org
- If you find you are missing any materials or need additional materials, please call Deborah at 1.800.431.8901 ext. 2170.

Field Test Shipment

- Each shipment should include the following items:
 - Delivery Verification Form (1 per grade span)
 - Material Summary (1 per grade span)
 - Shipment Memo
 - Teacher Memo (1 per Examiner Manual)
 - Return Service Instructions
 - UPS RS labels
 - Examiner Manual, Student Test Booklets, answer sheets and locator tests
 - Envelope for returning used answer sheets and locator tests

- Each box from Measured Progress carries a preprinted barcode label identifying the materials for each site.
- The information on the label will expedite the tracking of returned materials, so please do not remove, destroy, or deface the label.
- Save the box(es) and the packing material in which test materials were shipped so that they can be used for returning test materials to Measured Progress when testing is finished.

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Field Test Examiners

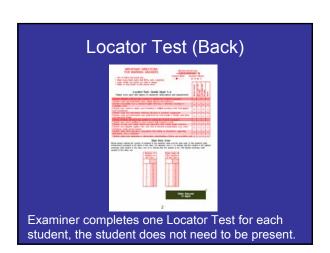
Field Test Administration

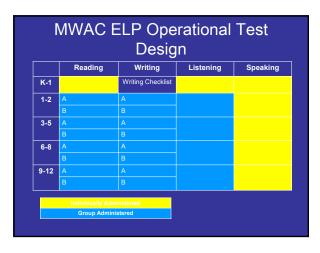
- Once you have received your materials, please read the Examiner Manual thoroughly.
- Administration times differ based on the grade span and modality you are testing.

MWAC ELP Field Test Design Reading Writing Listening Speaking K-1 Writing Checklist 1-2 3-5 6-8 9-12 Individually Administered Group Administered

General Field Test Information Reading, Writing & Listening: Administration will take approximately 45 - 60 minutes Speaking: - Administration will take approximately 30 - 45 minutes PER STUDENT Types of Questions: - Multiple choice (early grades selected response) Constructed response - Teacher checklist for K-1 Writing -Passage-driven questions in Reading • Each field test begins with easier questions and progressively becomes more difficult. · The Listening test will require a CD player Field Test Materials · Field test materials include: -Examiner Manual -Student Test Booklet - Answer Sheets (w/demographic information required) –Locator Tests (w/ demographic information required)

Locator Test (Front) It is important that the demographic information be completed on this form.





Step-by-Step for Grade Span K-1

- · Reading:
 - Individual administration, using scripted Examiner Manual
 - Examiner records each student's answers on a separate answer sheet
- Writing:
 - Writing Checklist for each student (students need not be present)

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- Individual administration, using scripted Examiner Manual, using Listening CD
- Examiner records each student's answers on a separate answer sheet
- Speaking:
 - Individual administration, using scripted Examiner Manual, student's answers scored on-the-spot
 - Examiner records each student's answers on a separate answer sheet

Step-by-Step for Grade Span 1-2

- · Locator Test:
 - Examiner/teacher completes one Locator Test for every participating student (students need not be present)
- Reading:
 - Small group administration, using scripted Examiner Manual
 - Student responds in test booklet
- Writing:
 - Small group administration, using scripted Examiner Manual
 - Student responds in test booklet

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 Listening: Small group administration, using Examiner Manual and Listening CD Student responds in test booklet 	
 Speaking: Individual administration, using scripted Examiner Manual, student's answers 	
scored on-the-spot - Examiner records each student's answers on a separate answer sheet	
Step-by-Step for	
Grade Spans 3-5, 6-8, and 9-12 • Locator Test:	
Examiner/teacher completes one Locator Test for every participating student	
(students need not be present) • Reading:	
Group administration, using scripted Examiner Manual	
 Student responds on separate answer sheet 	
 Writing: Group administration, using scripted Examiner Manual 	
Student responds on separate answer sheet	
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 Listening: Group administration, using Examiner 	
Manual and Listening CD - Student responds on separate answer	
sheet	
 Speaking: Individual administration, student's 	
answers scored on-the-spot - Examiner records each student's	
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answers on a separate answer sheet

Returning Field Test Materials

Examiner Responsibilities

- Ensure demographic information is complete for both student's answer sheet and locator test
- · Collect all testing materials
- Return testing materials to the Field Test Coordinator

Field Test Coordinator Responsibilities

- Used answer sheets and locator tests are to be placed in the appropriate envelopes.
- Materials must be returned to Measured Progress using the same boxes the materials arrived in.
- The barcode label on each box must be intact and not covered by any other labels or tape
- If the barcode label is missing or the box can not be used, please write the school name, your district name, and return address on the box.

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Return Shipment

- · Be sure to follow the UPS return service instructions for testing materials.
- · Boxes should be picked up on or before October 1st, in order to be returned to Measured Progress in time for scoring.
- · Please return materials as early as possible!

Q & A

Contact Us

• Michigan Department of Education - Marilyn Roberts

robertsm@michigan.gov

- Measured Progress
 - For administration questions, contact: Ginger Mathews, Program Manager 1.800.431.9102, ext. 2137 gmathews@measuredprogress.org
 - For additional materials or shipping questions,

Deborah Webb, Program Assistant 1.800.431.9102, ext. 2170 dwebb@measuredprogress.org